

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR11214046
POSITION NO: 243836
POSITION TITLE: _____

DATE POSTED: 06/30/17
CLOSING DATE: 07/14/17

Senior Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: <u>Division of Human Resources Administration / Window Rock, Arizona</u>		
WORK DAYS: <u>Mon thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB67A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>52,062.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>25.03</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Works directly with the Division Director of the Division of Human Resources, the Senior Programs and Projects Specialist will oversee and monitor progress of projects within the DHR programs. Will assist departments in the areas of strategic planning, sical and budget management, corrective action plans, standard operating procedures, emergency evacuation plans, annual budget development, external contracts management, amendments to legislated mandates and laws, work closely with the legislative oversight committees, the Navajo Nation Council, attend executive level meetings and decision making with the Office of the President and Vice President. Monitor federal, state, county and local level trends as they relate to departments within DHR. Conduct managers meetings. Develop weekly, quarterly and annual reports for the Division Director. Travel throughout the Navajo Nation and off the Nation and may be required to work outside the regular tour of duty, including weekends and holidays. This position is a high profile position and of great demand. Conduct and monitor on site visits at the Agency offices, sub offices and satellite office on a regular basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Human Resources Administration, Public Administration or Business Administration; and six (6) years of experience in responsible program related administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of practices of program and projects management in public administration.

Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.

Knowledge of insurance and employee retirement programs.

Skill in developing and analyzing department strategic plans, operating systems, procedures, controls and budget preparation.

Skill in planning, organizing and directing the work of program and projects management staff engaged in the many facets of public administration

Skill in rendering professional advice to officials of the Navajo Nation government on program related management issues

Skill in communicating effectively orally and in writing

Ability to work under pressure, handle sensitive issues with diplomacy and demonstrates respect for people from all backgrounds

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.